

786003/10/03

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: PARK PLANNER (DESIGNER)**

**DEFINITION**

Under direct supervision, to perform professional park development planning; including technical construction drawing and specification preparation; to assist in park and recreation site and facility construction coordination; to provide responsible and technical staff assistance; and to do related work as required.

**REPORTS TO:** Senior Park Planner

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Senior Park Planner.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Research, gather and evaluate data for various park-planning studies and prepare recommendations on methods of improving playground and park layouts of the development of new areas and facilities including buildings and recreational equipment.
- Prepare preliminary sketches and construction bidding documents for park landscape projects.
- Research products and prepare materials lists for projects.
- Perform a variety of research activities and prepare technical reports on assigned projects.
- Prepare project costs estimates and budget proposals, materials specifications and construction schedules for force account capital improvements, major repairs and refurbishing programs.
- Requisition materials and assist in the inspection of work done for adherence to plans, standards and specifications.
- Assist in the inspection of public landscapes in subdivisions to assure adherence to departmental requirements.
- Investigate and prepare responses to public complaints and inquiries concerning street trees, public landscapes and parks.
- Assist in the preparation and administration of state and federal park and recreation facility grants.
- Analyze demographic and environmental conditions and conduct socio-economic studies related to a variety of park and recreation activities and reports.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of landscape architecture, urban planning, facilities placement, horticulture and park construction as applied to the preparation of designs, plans, specifications and cost estimates.
- Principles, materials and practices used in park construction, renovation and maintenance.

- Advance and current park planning practices and principles.
- Personal computer operation and software applications.

**Ability to:**

- Prepare sketches, plans and specifications for parks and recreational areas.
- Estimate construction costs and prepare construction schedules.
- Inspect construction work for adherence to plans and specifications.
- Gather, compile and analyze technical and statistical data.
- Communicate clearly and concisely, orally and in writing.
- Operate personal computer and applicable software programs including computer-aided design, spreadsheets and processing programs.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree (120 semester units) from an accredited college or university with major study in park management, landscape architecture, horticulture, urban planning or a closely related field is required.

Experience: Experience in park development, planning, horticulture, landscaping or park and park facilities construction or renovation or maintenance is highly desirable. Experience in preparation of park landscape architectural plans and specifications is highly desirable. Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis. Candidates must be proficient in the use of word processing and spreadsheet programs. CAD experience is desirable. Employees in this position are subjected to agency shop requirements.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a current, valid license to practice Landscape Architecture, Architecture and/or Engineering from the State of California is highly desirable.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Park Planner

**TO:** Senior Park Planner